

UTILITY SYSTEMS MANAGER

DEFINITION:

Under direction of the Deputy Director of Public Works, performs high level and responsible professional work related to management of the City's utility systems. In accordance with City, County, and State requirements, the incumbent supervises the operation and maintenance of the City drinking water production and distribution system, waste water collection system, water meter system, and installation, calibration and repair of instrumentation related to water distribution systems and sewer pump stations.

CLASS CHARACTERISTICS:

This single class mid-management position in the classified service, is responsible for supervising and managing the operation of the City's utility systems. An incumbent in the class exercises independent judgment and discretion in directing employees in the Utility Division. The incumbent is expected to solve complex problems with minimal supervision.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Supervise the operation and maintenance, on a scheduled and emergency basis, of the water production wells, water supply stations, reservoirs, emergency stand-by generators, water and waste water pumping stations and related telemetry, pressure regulation, water meters, and water treatment equipment.
2. Develop and maintain preventative maintenance programs in all areas of mechanical and electrical water and waste water system operations. Maintain clean, well-painted and well-serviced equipment with an appropriate spare parts inventory.
3. Oversee drinking water system chemical testing procedures.
4. Maintain up-to-date procedural manuals, equipment and system drawings, performance files, service charts and equipment inventory data.
5. Analyze problems associated with water and waste water flow and water pressure, and devise appropriate solutions.
6. Ensure that instrumentation, automatic controls, generators, alarms and mainline flow meters are accurate and operating at all times.
7. Investigate all customer inquiries and complaints regarding waste water collection, drinking water quality, pressure and volume and initiate corrective action as

UTILITY SYSTEMS MANAGER

indicated.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

8. Interface with utilities engineering staff and carry out work orders and modifications related to water production, transmission and instrumentation and waste water collection.
9. Protect the community water supply from possible sources of contamination by managing the backflow protection device installation and testing program to conform to State laws and City regulations.
10. Responsible for assuring all after hours alarms emanating from the waste water collection and water production and distributions systems are responded to in a timely manner.
11. Prepare water production quarterly reports, annual budget and other administrative reports required including: annual and monthly State Health reports, weekly State Health bacteriological monitoring, weekly water consumption reports, annual cross connection inspections and testing, annual Santa Clara County well taxation billing data and monthly water chemical treatment reports.
12. Conduct training sessions for employee development and safety which includes instructing and informing employees of administrative policies and safety standards in order to ensure compliance.
13. Evaluate both unit and individual employee performance and prepare performance appraisals.
14. Initiate disciplinary action as necessary and other personnel actions as needed.
15. Develop effective and efficient work schedules, establish priorities, review and adjust schedules to meet current requirements and emergency conditions. Assign subordinates in accordance with priorities, schedules and conditions.
16. Train or arrange for the training of subordinates to ensure that subordinates are capable of effectively performing assigned operations and maintenance activities.
17. Ensure the existence and implementation of preventative maintenance programs where needed and required.
18. Review tract plans to ensure City standards are met.

UTILITY SYSTEMS MANAGER

19. Prepare vehicle specifications for the formal bidding process for utility vehicles.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

20. Plan for the maintenance and repair of pumps, boosters, lift stations, and generators.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. The operation and maintenance of pumps, motors, pressure regulation equipment, chemical feed equipment and electronic automatic control systems.
2. Applicable City, State and Federal codes regarding utility system operation and maintenance.
3. Administrative principles and methods, including goal setting, program development, scheduling, budget preparation and administration, and employee supervision.
4. Principles, practices, and techniques of municipal public works functions, including water and wastewater activities.

Skill in:

1. Supervising, training, motivating and evaluating staff.
2. Exercising sound independent judgment within established guidelines.
3. Using initiative and independent judgment in the course of undertaking assigned responsibilities.
4. Organizing work, setting priorities, meeting critical deadlines and completing assignments with minimal supervision.
5. Exercising resourcefulness in meeting and resolving problems.
6. Representing the City effectively in meetings with others.

Ability to:

UTILITY SYSTEMS MANAGER

1. Read and interpret construction blue prints, electrical construction schematics and plans.

Ability to: (continued):

2. Plan, schedule and supervise the work of others.
3. Communicate effectively with others, analyze problems and implement solutions.
4. Keep accurate records and prepare clear and concise written reports.

JOB REQUIREMENTS:

1. Graduation from high school or the equivalent.
2. Five years of experience in utility operations as a system operator.
3. Possession of a valid California Class C Driver's license (or the ability to attain one prior to appointment) in conformance with adopted City driving standards.
4. Possession of State Health Department Water Operator Grade II Certificate.
5. Possession of a Backflow Protection Device Specialist Certificate.
6. Adequate computer operation skills with word processing and spreadsheet software experience.
7. Willingness and ability to work extended hours as required and to respond from home to the Public Works Corporation yard within 30 minutes.
8. Willingness and ability to respond to emergencies on a 24-hour basis.

OTHER QUALIFICATIONS:

1. Completion of an Associate of Arts degree with course work in a related field of study is highly desired.
2. Completion of special educational programs related to supervisory management techniques is preferred.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer

UTILITY SYSTEMS MANAGER

3. Copy machines
4. Fax machines
5. Telephone

MACHINES/TOOLS/EQUIPMENT UTILIZED: (continued):

6. Calculators
7. Automobile
8. Hand tools
9. Pager
10. Maps, plans, and blueprints
11. Keys to City locks

PHYSICAL DEMANDS:

1. Driving
2. Mobility
3. Speaking/Hearing
4. Seeing
5. Sitting
6. Speed in meeting deadlines
6. Lifting up to 30 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 75% of the time
Travel: varying conditions, 25% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying outdoor weather conditions
2. Noise level: low to high equipment noises
3. Flooring: grass, gravel, rock, dirt, asphalt, wet surfaces, etc.
4. Hazards: inspecting/supervising at construction sites in various stages of construction and development.